

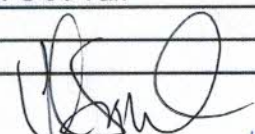
146
888 6701

PURCHASE REQUEST
San Francisco, Cebu

Department: Mayor's Office	PR No. <u>22-07-0351</u>	Date: <u>JUL 28 2022</u>
Section:	SAI No. _____	Date: _____
	ALOBS No. _____	Date: _____

QUANTITY	Unit of Issue	ITEM DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	ESTIMATED COST
1	unit	LAPTOP		81,760.00	81,760.00
		Processor - AMD RYZEN R5-5600H			
		Memory - 8GB + 8GB RAM			
		Harddisk - 1TB NVME DRIVE			
		Monitor - 16.1" SCREEN			
		Software : Windows 11 Home (Licensed)			
		Office 2019SL (Licensed)			
7	set	Desktop PC		35,750.00	250,250.00
		Processor - Intel Core i3 11th Gen			
		Memory - 16GB DDR4			
		Harddrive - 512 SSD			
		Monitor - 21.5" LED SCREEN			
		Software : Windows 10 Home (Licensed)			
		Office 2019SL (Licensed)			
		ATX Casing, AVR, keyboard & mouse			
1	set	Desktop PC		56,000.00	56,000.00
		Processor - Intel Core i7 10th Gen			
		Memory - 16GB DDR4			
		Harddrive - 512 SSD			
		Monitor - 21.5" LED SCREEN			
		Software : Windows 10 Home (Licensed)			
		Office 2019SL (Licensed)			
		ATX Casing, AVR, keyboard & mouse			
3	unit	3n1 Printer (up to Legal size) with refill tank system		20,100.00	60,300.00
8	unit	UPS 9V 7ah		2,800.00	22,400.00
Total Amount P				470,710.00	

OK AS TO:


NAIDA S. ARQUILLANO
Municipal Budget Officer

PURPOSE: For use at the Mayor's Office, HRMO and Community Affairs Office.

Requested by: Signature  Printed Name EDGARDO S. MANINGO Designation Private Secretary II	Approved by: Date: <u>07-28-22</u>  ALFREDO A. ARQUILLANO JR. Municipal Mayor
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MUNICIPALITY OF SAN FRANCISCO, CEBU

BAC

OK AS TO: **BIDDING**



Republic of the Philippines
Province of Cebu
Municipality of San Francisco

BIDS AND AWARDS COMMITTEE

**INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO PURCHASE IT EQUIPMENT
AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR'S OFFICE, HRMO AND COMMUNITY
AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO, CEBU.**

Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on **August 10, 2022**, at **2:00 P.M.** in the **Municipal Business Permits & Licensing Office Building, Municipality of San Francisco, Cebu.**

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before **August 10, 2022**, at **2:00 P.M.** in two (2) separate sealed envelopes, the first containing the technical component of the bid **with the expression of interest** and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the deadline on **August 10, 2022, 2022**, at **2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a "**Modification**" thereof, and stamped "**received**" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidder may through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped received by the BAC before deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, Manager's Check, in the amount in **PESOS** equivalent to two percent (2%) of approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security maybe released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay, and shall pay liquidated damages, not by way of penalty, an amount equal to **one tenth (1/10) of one percent (1%)** of the cost delayed goods scheduled for delivery for everyday of delay until such goods are finally delivered and accepted. Such amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

It is requested that the bidder or his/her authorized representative be present to witness the opening of bid. All bids received on time will, however, be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids, to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, and quotations and remarks on the bid shall ipso facto be constituted a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS
AT THE BACK

Very truly yours,


RICHARD V. MANINGO
BAC Chairperson

ADVERTISEMENT No. **146-2022**
REFERENCE: _____
ALOPS No. _____

TO BE OPENED ON: **AUGUST 10, 2022 at 2:00 P.M.**
PR. NO. **22-07-0351** DATE: **JUNE 28, 2022**
DATE: _____

ALLOCATED BUDGET FOR THE CONTRACT (ABC): **PHP 470,710.00**
SOURCE OF FUNDS:

PURPOSE: **INVITATION TO BID TO PURCHASE IT EQUIPMENT AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR’S OFFICE, HRMO, AND COMMUNITY AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO, CEBU.**

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
	LAPTOP: PROCESSOR-AMD RYZEN R5-5600H; MEMORY-8GB + 8GB RAM; HARDDISK-1TB NVME DRIVE; MONITOR-16.1" SCREEN; SOFTWARE-WINDOW 11 HOME (LICENSED) OFFICE 2019SL (LICENSED)	UNIT	1		
	DESKTOP PC: PROCESSOR-INTEL COREi3 11 TH GEN; MEMORY-16GB DDR4; HARDDRIVE-512SSD; MONITOR-21.5" LED SCREEN; SOFTWARE WINDOW 10 HOME (LICENSED) OFFICE 2019 SL (LICENSED); ATX CASING; AVR; KEYBOARD & MOUSE	SET	7		
	DESKTOP PC: PROCESSOR INTEL I7 10 TH GEN; MEMORY-16GB DDR4; HARDDRIVE-512 SSD; MONITOR 21.5" LED SCREEN; SOFTWARE: WINDOWS 10 HOME (LICENSED) OFFICE 2019SL (LICENSED); ATX CASING, AVR, KEYBOARD & MOUSE	SET	1		
	3N1 PRINTER (UP TO LEGAL SIZE) WITH REFILL TANK SYSTEM	UNIT	3		
	UNINTERRUPTIBLE POWER SUPPLY (UPS) 9V 7AH	UNIT	8		
TOTAL					

- NOTE:
1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
 2. Bidders are required to put their respective Bidder's Bond either in CASH, CERTIFIED CHECK, CASHIER'S CHECK, MANAGER'S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. Bid proposal with no Bidder's Bond will be disqualified automatically.
 3. Bidding Documents may be purchased by interested Bidders from the BAC Office and upon payment of nonrefundable fee in the amount of 0.28% of the Approved Budget of the Contract (ABC). Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

CERTIFICATION:

THIS IS TO CERTIFY that the herein-quoted items are available.

(Name of Company)

(Signature of Bidder/Representative over printed name)

- Requirements:
1. Expression of Interest (for inclusion in **Envelope A**)
 2. Approved Mayor's Permit **2022 of San Francisco, Cebu**
 3. 5% VAT and 1% Percentage Tax to be deducted upon payment
 4. DTI Business name registration or SEC registration Certificate
 5. TIN and VAT Registration
 6. ITR for the preceding calendar year
 7. Bidder's Bond of 2% of the ABC
 9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

- | | | | |
|---------------------------------|---|------------------------|----------------|
| 1. Pre-bid Conference | - | | |
| 2. Receipts and Opening of Bids | - | AUGUST 10, 2022 | 2:00 PM |

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.

I Class "A" Documents

A. Legal Documents

1. SEC Registration Certificate or DTI Business Name Registration
2. Articles of Incorporation
3. Valid and Current Business Permit
4. Taxpayer's Identification Number and VAT Registration
5. Statement that the prospective bidder is not "**blacklisted**" or barred from bidding by the government or any agency
6. List of Clients
7. Company Profile
8. Income Tax Return for the preceding calendar year
9. Authority of Company Representative

B. Technical Documents

1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex "A")
2. Statement whether prospective bidder is a manufacturer, supplier or distributor
3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

C. Financial Documents

1. Audited Financial Statements, stamped "**received**" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the bidder's total current assets and liabilities; and
2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

NFCC Computation

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding projects under ongoing contracts, including awarded contracts yet to be started.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one (1) year up to two (2) years, and 20 for a contract duration of more than two (2) years.

II Class "B" Documents

1. Valid joint venture agreement, in case of joint venture
2. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check

Note: Eligibility requirements/documents shall be submitted to the BAC in sealed ELIGIBILITY ENVELOPE duly marked as such together with the Technical and Financial Envelopes on the schedule listed above and shall be opened on the same date to determine eligibility of each of the prospective bidders.

SUBMISSION AND RECEIPT OF BIDS

I Contents of the First Envelope (Technical Proposal)

1. Expression of Interest
1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After – sales service, if applicable
6. Technical Specifications

II Contents of the Second Envelope (Financial Proposal)

1. Bid prices in the prescribed Bid form; and
2. The recurring and maintenance costs, if applicable

NOTE: LOT PRICE



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8886701
Procuring Entity MUNICIPALITY OF SAN FRANCISCO, CEBU
Title INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO PURCHASE IT EQUIPMENT AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR'S OFFICE, HRMO AND COMMUNITY AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO
Area of Delivery Cebu

Solicitation Number: 146-2022	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Information Technology Parts & Accessories & Perip	Date Published	02/08/2022
Approved Budget for the Contract: PHP 470,710.00	Last Updated / Time	02/08/2022 00:00 AM
Delivery Period: 7 Day/s	Closing Date / Time	10/08/2022 14:00 PM
Client Agency:		
Contact Person: Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		

Description

Republic of the Philippines
Province of Cebu
Municipality of San Francisco

BIDS AND AWARDS COMMITTEE

INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO PURCHASE IT EQUIPMENT AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR'S OFFICE, HRMO AND COMMUNITY AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO, CEBU.

Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on August 10, 2022, at 2:00 P.M. in the Municipal Business Permits & Licensing Office Building, Municipality of San Francisco, Cebu.

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before August 10, 2022, at 2:00 P.M. in two (2) separate sealed envelopes, the first containing the technical component of the bid with the expression of interest and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the deadline on August 10, 2022, 2022, at 2:00 P.M. shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a "Modification" thereof, and stamped "received" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidder may through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express

its intention not to participate in the bidding through a letter, which should reach and be stamped received by the BAC before deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, Manager's Check, in the amount in PESOS equivalent to two percent (2%) of approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security maybe released after the issuance of the Certificate of Acceptance.

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It is requested that the bidder or his/her authorized representative be present to witness the opening of bid. All bids received on time will, however, be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids, to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, and quotations and remarks on the bid shall ipso facto be constituted a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS
AT THE BACK

Very truly yours,

RICHARD V. MANINGO
BAC Chairperson

ADVERTISEMENT No. 146-2022 TO BE OPENED ON: AUGUST 10, 2022 at 2:00 P.M.
REFERENCE: _____ PR. NO. 22-07-0351 DATE: JUNE 28, 2022
ALOS No. _____ DATE: _____

ALLOCATED BUDGET FOR THE CONTRACT (ABC): PHP 470,710.00
SOURCE OF FUNDS:

PURPOSE: INVITATION TO BID TO PURCHASE IT EQUIPMENT AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR'S OFFICE, HRMO, AND COMMUNITY AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO, CEBU.

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
	LAPTOP: PROCESSOR-AMD RYZEN R5-5600H; MEMORY-8GB + 8GB RAM; HARDDISK-1TB NVME DRIVE; MONITOR-16.1" SCREEN; SOFTWARE- WINDOW 11 HOME (LICENSED) OFFICE 2019SL (LICENSED)	UNIT 1			
	DESKTOP PC: PROCESSOR-INTEL COREI3 11TH GEN; MEMORY-16GB DDR4; HARDDRIVE-512SSD; MONITOR-21.5" LED SCREEN; SOFTWARE WINDOW 10 HOME (LICENSED) OFFICE 2019 SL (LICENSED); ATX CASING; AVR; KEYBOARD & MOUSE SET	7			
	DESKTOP PC: PROCESSOR INTEL I7 10TH GEN; MEMORY-16GB DDR4; HARDDRIVE-512 SSD; MONITOR 21.5" LED SCREEN; SOFTWARE: WINDOWS 10 HOME (LICENSED) OFFICE 2019SL (LICENSED); ATX CASING, AVR, KEYBOARD & MOUSE SET	1			
	3N1 PRINTER (UP TO LEGAL SIZE) WITH REFILL TANK SYSTEM	UNIT 3			
	UNINTERRUPTIBLE POWER SUPPLY (UPS) 9V 7AH	UNIT 8			
	TOTAL				

NOTE: 1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
2. Bidders are required to put their respective Bidder's Bond either in CASH, CERTIFIED CHECK, CASHIER'S CHECK, MANAGER'S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. Bid proposal with no Bidder's Bond will be disqualified automatically.
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THIS IS TO CERTIFY that the herein-quoted items are available.

(Name of Company)

(Signature of Bidder/Representative over printed name)

Requirements:

1. Expression of Interest (for inclusion in Envelope A)
2. Approved Mayor's Permit 2022 of San Francisco, Cebu
3. 5% VAT and 1% Percentage Tax to be deducted upon payment
4. DTI Business name registration or SEC registration Certificate
5. TIN and VAT Registration
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9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference -
2. Receipts and Opening of Bids - AUGUST 10, 2022 - 2:00 PM

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.

I Class "A" Documents

A. Legal Documents

1. SEC Registration Certificate or DTI Business Name Registration
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7. Company Profile
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9. Authority of Company Representative

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1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex "A")
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3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

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2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

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SUBMISSION AND RECEIPT OF BIDS

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1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After – sales service, if applicable
6. Technical Specifications

II Contents of the Second Envelope (Financial Proposal)

- 1. Bid prices in the prescribed Bid form; and
- 2. The recurring and maintenance costs, if applicable

NOTE: LOT PRICE

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	INFORMATION TECHNOLOGY PARTS AND ACCESSORIES AND P	INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID TO PURCHASE IT EQUIPMENT AND ACCESSORIES USED FOR THE STAFF OF THE MAYOR'S OFFICE, HRMO AND COMMUNITY AFFAIRS OFFICE, MUNICIPALITY OF SAN FRANCISCO, CEBU.	20	Lot	470,710.00

Other Information

Suppliers/bidders must download the attached documents in the associated component section.

Created by Zenaida M Formentera

Date Created 01/08/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.